

# City Manager



**Job Code:** 1990  
**Grade:** 146  
**Reports to:** Mayor & City Council  
**Salary Range:** \$117,803 - \$186,191  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Serves as the chief administrative officer of the City under the broad policy direction of the City Council to effect and maintain efficiency of departments reporting to the City Manager; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs highly responsible administrative and technical management work directing the City's affairs and implementing policies set forth by the City Council. Work is performed independently within the general policies as established by the City Council.

## **ESSENTIAL FUNCTIONS**

Highly responsible administrative and technical management work directing City affairs and implementing policies set forth by the Mayor and City Council.

## **EXAMPLES OF WORK**

- Plans, organizes, directs and coordinates the activities of City departments; assists the Mayor and Council in developing major policies for the general direction of City affairs, for planning long range programs and for making difficult administrative decisions.
- Delegates authority for the performance of lesser administrative and technical activities; through department heads, gives direction to a staff of managerial, professional, technical, and administrative support staff.
- Administers and implements directives and policy and budgetary decisions of the Mayor and City Council; supervises all departments and employees under the supervisory control of the Office of the City Manager.
- Confers with and advises department heads on problems related to the operation and direction of various City projects and programs.
- Reviews plans, reports and proposed ordinances submitted by department heads; summarizes and evaluates the requests of department heads; makes recommendations to the Mayor and Council accordingly.
- Directs and reviews preparation of the annual City budget; directs City personnel practices, including administration of the position classification and pay plan.
- Receives requests and complaints from the public concerning administrative action of the various departments; ensures follow up on corrective actions and ensures that replies to inquiries are provided in a efficient and timely manner.
- Performs organizational and procedural analyses of the City departments; gathers information, prepares reports and makes recommendations to the Mayor and Council.
- Attends meetings of the Council; attends meetings of professional organizations and speaks before local civic groups on various aspects of City government.
- Confers with representatives of federal, state and county agencies on matters pertaining to a number of City programs.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of public administration with particular reference to municipal administration, including principles of organization and budget preparation; extensive knowledge of municipal organization and

functions, and the relationships within local government and other levels of government; extensive knowledge of research methods and techniques utilized to assemble, organize and present in written or oral form statistical, financial or factual information derived from a variety of sources; thorough knowledge of the laws, ordinances, and other requirements governing local government; ability to organize, direct, and coordinate the activities of the various departments which comprise the City government; ability to delegate authority and responsibility to department heads and to maintain an effective organization; ability to establish and maintain effective working relationships with elected officials, department heads, employees and the general public; knowledge of modern business methods and procedures applicable to local government administration; knowledge of statistical methods and effective preparation and presentation of reports; ability to express ideas effectively orally and in writing.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Master's Degree in Public or Business Administration or related field; minimum of ten (10) years of experience at the management level, preferably as manager or assistant manager of a municipal agency; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.